THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DNR12223017	DATE POSTED:	03/09/22
POSITION NO:	245090	CLOSING DATE:	03/22/2022 by 5pm

POSITION TITLE: **Geographic Information Systems Analyst**

DEPARTMENT NAME / WORKSITE: DNR / General Land Development Department/Window Rock, AZ

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	BQ65A
WORK HOURS:	8am - 5pm	PART TIME:	☐ NO. OF HRS./WK.:		$ 49,317.56	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐ DURATION :		$ 23.62	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Develops, maintain and manages the Geographic Information System (GIS) data bases; designs reports, tables and computer forms, and analyzes and edits structure; collects data from field and other sources and key data into computer; designs, plots and procedures maps from collected and digitized data; develops and manages automated map libraries and data dictionaries, including digitized maps, aerials, and other geographic information; develops, documents and implements procedures for the GIS database administration. Installs, upgrades and configures geographic information system related software; recommends the acquisition of computer hardware systems and software applications; sets up, configures and maintains computer hardware systems; may manages computers and GIS systems in a network environment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

● A Bachelor's Degree in Computer Science or related field; and two (2) years of experience in GIS operations or computer-aided design; or an equivalent combination of education and experience.

Special Requirements:

● A favorable background investigation.
● Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of installation, maintenance and upgrading of GIS and related software and peripherals.
Knowledge of federal, state, and Navajo Nation laws, rules, regulations and guidelines related to computer and software utilities.
Knowledge of advanced computer programming and systems analysis.
Knowledge of technical journals and manuals related to the installation, repair, maintenance and upgrading of computer hardware, software and peripherals.
Knowledge of the tools and equipment utilized in the installation and repair of computer hardware, software and peripherals.
Knowledge of data processing software applications.
Skill in planning and implementing automated computer systems and programs.
Skill in overseeing and performing systems analysis, programming and customizing computer software.
Skill in providing direction and instruction in the use of computer applications and software.
Skill in utilizing verbal and written communication.
Skill in reading, understanding and interpreting technical manuals.
Skill in analyzing, diagnosing and resolving computer systems and network problems.
Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.